

**Disaster Assistance Employee (DAE)**  
**Position Description for Joint Field Office (JFO) assignment**  
**Hazard Mitigation Architect**

**Major Duties And Responsibilities:**

- Perform architectural design and review of a wide range of projects, plans, and contracts for compliance with Federal, State, and local code requirements, and for conformance with principles of design and Agency standards and policies including residential and commercial structures.
- Recommend changes to improve projects and plans; create comprehensive architectural designs for construction documents for disaster recovery programs
- Support and provide technical expertise to the Hazard Mitigation Branch
- Understand architectural failures from natural, technological, and civil disasters, and recommend appropriate architectural solutions for hazard mitigation
- Determine and provide current technical information on architectural and building codes
- Serve as a HM 406 Technical Specialist assisting the Public Assistance Division in identifying appropriate hazard mitigation solutions for the repair and reconstruction of damaged public buildings
- Collaborate with other design professions in the design of structures with respect to functional and hazard risk reduction requirements
- Develop cost estimates for proposed hazard mitigation solutions and projects

**Knowledge, Skills, Abilities and Experience Required:**

- Expert knowledge of architectural design and plan review
- Working knowledge of hazard resistant building codes, building materials, methods of construction, and siting principles
- Working knowledge of National Historic Preservation Act and its application
- Working knowledge of the principles of hazard mitigation
- Working knowledge of structural, electrical, and mechanical engineering.
- Basic knowledge of contract management and administration
- Basic ability to read and interpret hazard analysis maps, Flood Insurance Rate maps, and Flood Insurance Studies is desirable
- Strong communication skills, including the ability to provide technical information to a variety of audiences
- Capable of evaluating site layout and design configurations as they relate to natural and man-caused hazards and hazard mitigation
- Strong customer service abilities
- Ability to work collaboratively in multi-disciplinary teams.
- Ability to work under pressure to accomplish multiple tasks, under short timelines in a disaster environment

